
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All County Assessors

FROM: Micah G. Vincent, Commissioner

RE: Addendum to Assessment Contracts

DATE: June 10, 2014

On March 25, 2014, Governor Pence signed into law Senate Enrolled Act 420 ("SEA 420"), effective July 1, 2014. SEA 420 institutes several date changes concerning the assessment of tangible property in Indiana, which are addressed in a memorandum distributed by the Department of Local Government Finance ("Department") on June 10, 2014.

Counties and contractors that have executed reassessment or joint reassessment/trending contracts for the 2014-2018 cyclical reassessment period must sign the attached addendum at a properly-advertised meeting and submit it to the Department. Along with the addendum, counties and contractors must submit a revised work plan that accounts for the date changes made by SEA 420. The work plan should document only the dates by which each component of the contract is to be completed. The Department requests that work plans be printed on paper no larger than 8.5 by 11 inches. Neither the addendum nor the work plan should be stapled.

The Department requests that the addendum be submitted no later than September 1, 2014. Only one copy of the addendum should be sent to the Department, which will sign it and mail copies to the county and contractor (the Department keeps the original). **Only the attached fillable PDF may be used.**

PLEASE NOTE: The Department MUST be a signatory to all trending, reassessment, new construction review, and assessment software contracts. Such a contract that lacks the Department's approval is invalid.

The Department reiterates that a contract that covers just trending and/or new construction only for 2014 does NOT need to be amended.

The Department will update the form contracts and post the revised versions on the Department's website on July 1. Contracts entered into on or after July 1, 2014 must be these revised versions.

Questions may be directed to Staff Attorney Mike Duffy at (317) 233-9219 or mduffy@dlgf.in.gov.